# COMPUTER TRANSLAT ION STYLE & CONVENTION GUIDE FOR ODIA

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**FUEL Project**

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Acknowledgements: This book is prepared for FUEL project. This is ready for the approval and comments from Odia Community working under several organisations.

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Title: Computer Translation Style & Convention Guide for Odia

ISBN:

Editor:
Cover Design: © Jan 2012
Page Design: © Jan 2012

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# 1. Introduction

The Purpose of this style guide is to provide everybody involved in the Odia localization of computer software translations with standard guidelines which will be very helpful to avoid inconsistency in translation and make better translation quality. It will guide us to make our translations more accurate & consistent. This style & convention guide will revamp our translation techniques by guiding us through Characters, Fonts, Grammatical convention, Date, Time, Collation, Numerals, Calendar, Acronym, Glossaries, Punctuations, White Spaces, Message Lengths, Legal statements, Trademarks, key name, etc..

We can use this Style & Convention guide to localize user interface of different software applications. It will help translators and interested localization engineers in increasing understandability of several aspects of translating any text in Odia.

Style guide is not a barrier in the development of language but it helps in the development of a language by making any text more useful and understandable for a group of people. Particularly it is important and almost mandatory for technical translation. For example, when we are translating any manual, software etc. some sort of consistency is needed to make user comfortable with the user interface, its manual etc.

A proper communications is very much necessary particularly in the case of Open Source and Free software communities where continuously new translators are joining in their community team and start working on their language. They should know the method and ways by which translation are being done in the community. So there should be some set of guidelines for the volunteers who are coming in the filed of translation. Apart from tools to translate and translator's know how, three important resources are required: 1. Terminology, 2. Translation Style and conventions Guide, and 3. Quality Assessment Guidelines and related Matrix. But we lack the above mentioned resources in Odia, particularly in open content. So this is one move towards creating these resources.

Your feedback is most welcome to make it error free & more usable.

# 2. General Translations Guidelines

Before starting translating in Odia, there are few things we must know For example, Fonts, Collation, Numerals, Date, Time, Days, Month, Currency, Calendar, Acronym, Glossaries, Punctuations, White Spaces, Message Lengths, to name a few.

## 2.1. Fonts

For Translating any documents or any application in Odia language, we need to use Unicode based fonts. Eg. Lohit. The font should contain a glyph for each allocated code point prescribed by Unicode. The font should contain the following: (1) vowels; (2) consonants; (3) glyphs for conjuncts; (4) variants for vowel signs (matras), (5) vowel modifiers (Anuswar, Biswargo, Chandrabindu), (6) consonant modifier (Nukta); (7) digits and (8) punctuation marks.

## 2.2. Collations

Collation order is not the same as Unicode point order. There are lot of convention also for collation. So we will follow the collation table prescribed by Unicode. For collation chart, please check here:

http://unicode.org/charts/collation/chart_Oriya.html

## 2.3. Singular & Plural Forms

In Odia there are two forms, singular and plural. Noun's plural form is denoted by -ମାନେ, -ମାନଙ୍କ, -ଗୁଡ଼ିକ, etc. The sentence making is very accordingly. For Example:

| Source language | Translation | Source Application |
|---|---|---|
| msgid "%u Output"<br>msgid_plural "%u Outputs" | msgstr[0] "%u ଫଳାଫଳ"<br>msgstr[1] "%u ଫଳାଫଳଗୁଡ଼ିକ" | gnome-shell |
| msgid "%d pending job in queue"<br>msgid_plural "%d pending jobs in queue" | msgstr[0] "ଧାଡ଼ିରେ ଥିବା %d ବଳକା କାର୍ଯ୍ୟ"<br>msgstr[1] "ଧାଡ଼ିରେ ଥିବା %d ବଳକା କାର୍ଯ୍ୟଗୁଡ଼ିକ" | evince |

## 2.4. White spaces

In computer science, white space is any single character or series of characters that represents horizontal or vertical space in typography. When rendered, a white space character does not correspond to a visual mark, but typically does occupy an area on a page. There may be different pattern of any language related to white space. We should properly care and follow the source text and target language rules for placing any extra white space.

| Source | Target (Wrong ) | Target ( Correct ) | Context Application |
|---|---|---|---|
| Modify %s... | % s କୁ ପରିବର୍ତ୍ତନ କରନ୍ତୁ... | %s କୁ ପରିବର୍ତ୍ତନ କରନ୍ତୁ... | Evolution |
| Choose a File | ଗୋଟିଏ  ଫାଇଲ ବାଛନ୍ତୁ | ଗୋଟିଏ ଫାଇଲ ବାଛନ୍ତୁ | Evolution |
| Close this window | ଏହି ୱିଣ୍ଡୋକୁ ବନ୍ଦ କରନ୍ତୁ | ଏହି ୱିଣ୍ଡୋକୁ ବନ୍ଦ କରନ୍ତୁ | Evolution |

## 2.5. Accelerators

Different applications uses different accelerator markers such as KDE and Mozilla uses ampersand (&), GNOME used underscore (_) and LibreOffice uses tilde (~). Usually in Asian languages where a keyboard is western (en_US), generally original English accelerator is being used. So for translating in Odia as well, original English accelerators are being be used. So we should follow this conventions. We generally put the accelerators at the end of translated strings in the parentheses with the respective accelerator marker.

| Source | Target (Wrong ) | Target ( Correct ) | Context Application |
|---|---|---|---|
| _Personal | ବ୍ୟକ୍ତିଗତ (_ପ) | ବ୍ୟକ୍ତିଗତ (_P) | Evolution |
| ~Save As... | ~ଏହି ପରି ସଞ୍ଚୟ କରନ୍ତୁ | ଏହି ପରି ସଞ୍ଚୟ କରନ୍ତୁ (~S) | LibreOffice |
| &Reload Tab | ଟ୍ୟାବ ପୁନର୍ଧାରଣ କରନ୍ତୁ (&T) | ଟ୍ୟାବ ପୁନର୍ଧାରଣ କରନ୍ତୁ (&R) | KDE |

## 2.6. Program Syntax, Functions, Tags, Placeholders

Never translate program syntax or functions or tags, place holders. Sometimes some translators translate these as well. We should not translate any of these. This creates major error in translation.

| Source | Target (Wrong ) | Target ( Correct ) | Context Application |
|---|---|---|---|
| Migrating '%s': | %ଏସ' ର ସ୍ଥାନ ପରିବର୍ତ୍ତନ କରୁଅଛି: | %s' ର ସ୍ଥାନ ପରିବର୍ତ୍ତନ କରୁଅଛି: | Evolution |
| <HTML><BODY BGCOLOR=\"#c0c0c0\"><BR><BR><P><FONT FACE=\"Arial\"><B>No document " "properties found.</B></FONT></P></BODY></HTML> | <ଏଚଟିଏମଏଲ><BODY BGCOLOR=\"#c0c0c0\"><BR><BR><P><FONTFACE=\"ଏରିଏଲ\"><B> କୌଣସି ଦଲିଲ " "ବିଶେଷତାଗୁଡିକ ମିଳୁନାହିଁ</B></FONT></P></BODY></ଏଚଟିଏମଏଲ> | <HTML><BODY BGCOLOR=\"#c0c0c0\"><BR><BR><P><FONT FACE=\"ଏରିଏଲ\"><B>କୌଣସି ଦଲିଲ " "ବିଶେଷତାଗୁଡିକ ମିଳୁନାହିଁ</B></FONT></P></BODY></HTML> | LibreOffice |
| \\<variable id=\\\"wie\\\"\\>To access this function...\\</variable\\> | \\<ଚଳ id=\\\"wie\\\"\\>ଏହି ଫଳନରେ ପ୍ରବେଶାନୁମତି ପାଇବା ପାଇଁ...\\</ଚଳ\\> | \\<variable id=\\\"wie\\\"\\>ଏହି ଫଳନରେ ପ୍ରବେଶାନୁମତି ପାଇବା ପାଇଁ...\\</variable\\> | LibreOffice |

## 2.7. Message Length

The message length is an important aspect of any translation particularly in technical translation areas. The message length should not exceed more than 20 percentage of the number of words present in the source text . Though it takes time to make translation concise, but there is big need to concentrate on this aspect.

| Source | Target (Wrong ) | Target ( Correct ) | Context Application |
|---|---|---|---|
| Save Search | ସନ୍ଧାନକୁ ସଂରକ୍ଷଣ କରନ୍ତୁ | ସନ୍ଧାନ ସଂରକ୍ଷଣ | LibreOffice |
| AutoCorrect | ସ୍ୱୟଂଚାଳିତ ଭାବରେସଂଶୋଧନ କରନ୍ତୁ | ସ୍ୱୟଂ ସଂଶୋଧନ | LibreOffice |
| Protect Cell | କୋଷକୁ ସୁରକ୍ଷା ପ୍ରଦାନ କରନ୍ତୁ | କୋଷ ସୁରକ୍ଷା | LibreOffice |

## 2.8. Numerals

Although Odia language has it's own set of numerals, we will use International form of Indian Numerals in translation instead of Odia numerals. However, the employment of Odia numerals is same as Indian numerals. So for the comfort of target user we have decided to use 0, 1, 2, 3, 4, 5, 6, 7, 8, and 9 instead of ୦, ୧, ୨, ୩, ୪, ୫, ୬, ୭, ୮ and ୯.

## 2.9. Calender

The Indian national calendar (sometimes called Saka calendar) is the official civil calendar in use in India. It is used, alongside the Gregorian calendar, by The Gazette of India, news broadcasts by All India Radio, and calendars and communications issued by the Government of India.

## 2.10. Honorific Usages

It is encouraged to use honorific pronoun in Odia. So, it is better to use word like ଆପଣ instead of ତୁମେ. Along with this, we should not translate like କର, ପଢ଼, ଖୋଜ, ଖୋଲ etc. Saying anything like this are being seen as rude in Odia.

| Source | Target (Wrong ) | Target ( Correct ) | Context Application |
|---|---|---|---|
| For Your Information | ତୁମ ସୂଚନା ପାଇଁ | ଆପଣଙ୍କ ସୂଚନା ପାଇଁ | Evolution |
| %s has assigned you a task: | %s ତୁମକୁ ଗୋଟିଏ କାର୍ଯ୍ୟଭାର ନ୍ୟସ୍ତ କରିଛି: | %s ଆପଣଙ୍କୁ ଗୋଟିଏ କାର୍ଯ୍ୟଭାର ନ୍ୟସ୍ତ କରିଅଛି: | Evolution |
| permission to read\| _Read | ପଢ଼ (_R) | ପଢ଼ନ୍ତୁ (_R) | Evolution |
| _Do not save | ସଂରକ୍ଷଣ କର ନାହିଁ (_D) | ସଂରକ୍ଷଣ କରନ୍ତୁ ନାହିଁ (_D) | Evolution |
| Choose a File | ଗୋଟିଏ ଫାଇଲ ବାଛ | ଗୋଟିଏ ଫାଇଲ ବାଛନ୍ତୁ | Evolution |

## 2.11. Acronyms

Acronyms and initial-isms are abbreviations that are formed using the initial components in a phrase or name. These components may be individual letters. The term acronym is the name for a word created from the first letters of each word in a series of words. Acronyms and initial-isms are used most often to abbreviate names of organizations and long or frequently referenced terms, or any products. In the case of acronyms as a file name don't translate standard acronyms like Jpeg, HTML, XML, FTP to name a few. But in general if it is coming we should translate.

| Source | Target (Wrong ) | Target ( Correct ) | Context Application |
|---|---|---|---|
| No HTML stream available | କୌଣସି HTML ଧାରା ଉପଲବ୍ଧ ନାହିଁ | କୌଣସି ଏଚଟିଏମଏଲ ଧାରା ଉପଲବ୍ଧ ନାହିଁ | Evolution |
| Pointer to FTP site (%s) | FTP ସାଇଟ ପାଇଁ ସୂଚକ (%s) | ଏଫଟିପି ସାଇଟ ପାଇଁ ସୂଚକ (%s) | Evolution |
| This key should contain a list of XML structures specifying custom headers, | ଏହି କି ଟି ଇଚ୍ଛାରୂପଣ ଶୀର୍ଷକଗୁଡ଼ିକୁ ଉଲ୍ଲେଖ କରି XML ସଂରଚନାର ଗୋଟିଏ ତାଲିକା ଧାରଣ କରିଥାଏ, | ଏହି କି ଟି ଇଚ୍ଛାରୂପଣ ଶୀର୍ଷକଗୁଡ଼ିକୁ ଉଲ୍ଲେଖ କରି ଏକ୍ସଏମଏଲ ସଂରଚନାର ଗୋଟିଏ ତାଲିକା ଧାରଣ କରିଥାଏ, | Evolution |
| | | | |

## 2.12. Product/Brand/Company Name

For Product/Brand/Company Name, generally we should not translate those names unless we have the approval to localize it. Most of the agencies used to keep those names as it is in English, though it is difficult for most of people to read those Roman letters and its pronunciation. We can transliterate it in Odia, but before that we have to check for the approval. So to avoid copyright issue we shouldn't translate/transliterate those names.

| Source | Target (Wrong ) | Target ( Correct ) | Context Application |
|---|---|---|---|
| About GNOME | ନୋମ ପରିଚୟ | GNOME ପରିଚୟ | Gnome Menu |
| About Mozilla Firefox | ମୋଜିଲା ଫାୟାରଫକ୍ସ ପରିଚୟ | Mozilla Firefox ପରିଚୟ | Firefox |
| Microsoft Windows 2000 (Service Pack 4 or higher), XP, Vista, or Windows 7 | ମାଇକ୍ରୋସଫ୍ଟ ୱିଣ୍ଡୋ 2000 (ସର୍ଭିସ ପ୍ୟାକ 4 କିମ୍ବା ତଦୁର୍ଦ୍ଧ), ଏକ୍ସପି, ଭିଷ୍ଟା କିମ୍ବା ୱିଣ୍ଡୋ 7 | Microsoft Windows 2000 (Service Pack 4 କିମ୍ବା ତଦୁର୍ଦ୍ଧ), XP, Vista କିମ୍ବା Windows 7 | LibreOfiice |

## 2.13. Keys Name

Keys name should not be translated. eg. Backspace, Delete, Enter, Ctrl, Alt should not be translated since we still use the same keyboard as English.

| Source | Target (Wrong ) | Target ( Correct ) | Context Application |
|---|---|---|---|
| Backspace | ବ୍ୟାକସ୍ପେସ୍ | Backspace | iok |
| Space | ସ୍ପେସ୍ | Space | iok |
| Tab | ଟ୍ୟାବ୍ | Tab | iok |
| Enter | ଏଣ୍ଟର୍ | Enter | iok |

## 2.15. Legal Statements & Copyright Informations

Generally every software has some sort of legal statements associated with the software. Translating legal statements is general difficult as well as critical. So we should avoid to translate legal statements & Copyright Informations.

## 2.16. Currency

In India, Indian Rupee (INR) ie ଟଙ୍କା is accepted as the currency of India.

| Country/Region | India |
|---|---|
| Currency Name | ଟଙ୍କା (Rupee) |
| Currency Symbol | ₹ |
| Currency Symbol Position | It is used before any amount. i.e. ₹ 250 |
| ISO Currency Code | INR |
| Currency Subunit Name | ପଇସା (Paisa) |
| Currency Subunit Example | 25 ପଇସା |

## 2.17. Date

| Country/Region | India |
|---|---|
| Default Date Format | DD-MM-YYYY/DD-MM-YY |
| Example | 29-02-2012/29-02-12 |
| Alpha-numeric Format | 29 ଫେବ୍ରୁଆରୀ 2012 |

## 2.18. Time

| Country/Region | India |
|---|---|
| 24 hour format | No |
| Standard time format Long & Short | HH:MM:SS / HH:MM |

| | |
|---|---|
| Example | 10:20:15 / 10:20 |
| Time separator | colon : (କୋଲନ) |
| Time separator examples | "7:28:52" ;7 ଘ. 28 ମି. 52 ସେ. |
| Hours leading zero | No |
| String for AM designator | ପୂର୍ବାହ୍ନ |
| String for PM designator | ଅପରାହ୍ନ |
| Other Time Conventions | Morning (ସକାଳ) ; Noon (ମଧ୍ୟାହ୍ନ) ; Afternoon (ଅପରାହ୍ନ) ; Evening (ସନ୍ଧ୍ୟା) ; Night (ରାତ୍ରି) |

## 2.19. Days

| Day | Normal Form | Abbreviation |
|---|---|---|
| Monday | ସୋମବାର | ସୋମ |
| Tuesday | ମଙ୍ଗଳବାର | ମଙ୍ଗଳ |
| Wednesday | ବୁଧବାର | ବୁଧ |
| Thursday | ଗୁରୁବାର | ଗୁରୁ |
| Friday | ଶୁକ୍ରବାର | ଶୁକ୍ର |
| Saturday | ଶନିବାର | ଶନି |
| Sunday | ରବିବାର | ରବି |

## 2.20. Months

**Is first letter capitalized?:** No , capitalization is not applicable in Gujarati.

| Month | Full Form | Abbreviated Form | Long Date Form |
|---|---|---|---|
| January | ଜାନୁଆରୀ | ଜାନ | 26 ଜାନୁଆରୀ 2011 |
| February | ଫେବ୍ରୁଆରୀ | ଫେବ | 26 ଫେବ୍ରୁଆରୀ 2011 |
| March | ମାର୍ଚ୍ଚ | n/a | 26 ମାର୍ଚ୍ଚ 2011 |
| April | ଏପ୍ରିଲ | n/a | 26 ଏପ୍ରିଲ 2011 |
| May | ମଇ | n/a | 26 ମଇ 2011 |
| June | ଜୁନ | n/a | 26 ଜୁନ 2011 |
| July | ଜୁଲାଇ | n/a | 26 ଜୁଲାଇ 2011 |

| | | | |
|---|---|---|---|
| August | ଅଗଷ୍ଟ | | 26 ଅଗଷ୍ଟ 2011 |
| September | ସେପ୍ଟେମ୍ବର | | 26 ସେପ୍ଟେମ୍ବର 2011 |
| October | ଅକ୍ଟୋବର | | 26 ଅକ୍ଟୋବର2011 |
| November | ନଭେମ୍ବର | | 26 ନଭେମ୍ବର 2011 |
| December | ଡିସେମ୍ବର | | 26 ଡିସେମ୍ବର 2011 |

# 3. Odia Terminology

Terminology is one of the major area where everybody put their attention in translating any text. There are currently two glossaries for Odia.

## 3.1. FUEL Odia

We will use FUEL as our primary glossary. You can find FUEL Odia glossary from here in pdf format: FUEL Odia. For Other format of file please visit FUEL Odia page on FUEL website.

FUEL is a community project working on the problems like inconsistencies and standardisation. The FUEL Odia terminology is released after a community meet in which the Odia community discussed on all the terms and later it is released as primary glossary. Please translate using this terminology with consistency.

## 3.2. Gnome Glossary

Gnome Odia Glossary is one of the oldest project started in open source under Rebati Project in Odia. Ypu can find it here in pdf format: GNOME Odia Glossary.

In conflicting situation, we will give preference to FUEL Odia glossary.

# 4. Punctuations & Text Conventions

The proper use of text convention and punctuations are very vital in any language. According to Wikipedia, Punctuation marks are symbols that indicate the structure and organisation of written language, as well as intonation and pauses to be observed when reading aloud. In written English, punctuation is vital to disambiguate the meaning of sentences. For example, "woman, without her man, is nothing" and "woman: without her, man is nothing" have greatly different meanings, as do "eats shoots and leaves" and "eats, shoots and leaves". "King Charles walked and talked half an hour after his head was cut off" is alarming; "King Charles walked and talked; half an hour after, his head was cut off", less so. (For English usage, see the articles on specific punctuation marks.) The rules of punctuation vary with language, location, register and time and are constantly evolving. Certain aspects of punctuation are stylistic and are thus the author's (or editor's) choice. Tachographic language forms, such as those used in online chat and text messages, may have wildly different rules. In this section, wikipedia references are mainly used to elaborate and define punctuations. Here goes the major text convention and punctuations rules for Odia.

| Text Conventions/Punctuations | Usage in English | Usages in Odia |
|---|---|---|
| Bold | Bold face text makes text darker than the surrounding text. With this technique, the emphasized text strongly stands out from the rest; it should therefore be used to highlight certain keywords that are important to the subject of the text, for easy visual scanning of text. | It is same as English. So please keep the Bold text as Bold in Odia as well. |
| Italics | Text is written in a script style, or the use of oblique, where the vertical orientation of all letters is slanted to the left or right. With one or the other of these techniques (usually only one is available for any typeface), words can be highlighted without making them stand out much from the rest of the text (inconspicuous stressing). Traditionally, this is used for marking | It is same as English. So please keep the Italicized text as Italics. |

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| | passages that have a different context, such as words from foreign languages, book titles, and the like. | |
| Capitalization | Capitalization is writing a word with its first letter as a majuscule (upper-case letter) and the remaining letters in minuscules (lower-case letters), in those writing systems which have a case distinction. The term is also used for the choice of case in text. | There is no upper case letters in Odia. So in case we need to emphasize, can be done by increasing the font size. But it should be avoided as well. But making bold or italics is not a good way. |
| Ellipsis | Ellipsis (plural ellipses; from the Greek: ἔλλειψις, élleipsis, "omission") is a mark or series of marks that usually indicate an intentional omission of a word in the original text. An ellipsis can also be used to indicate a pause in speech, an unfinished thought, or, at the end of a sentence, a trailing off into silence (aposiopesis) (apostrophe and ellipsis mixed). When placed at the end of a sentence, the ellipsis can also inspire a feeling of melancholy longing. The ellipsis calls for a slight pause in speech.<br><br>The most common form of an ellipsis is a row of three periods or full stops (...) or pre-composed triple-dot glyph (…). The usage of the em dash (—) can overlap the usage of the ellipsis.<br><br>The triple-dot punctuation mark is also called a suspension point, points of ellipsis, periods of ellipsis, or colloquially, dot-dot-dot. Ellipses is written as one unit. | Same as English |
| Double Quote | Quotation marks or inverted commas (informally referred to as quotes[1] and speech marks) are punctuation marks used in pairs to set off speech, a quotation, a phrase, or a word. They come as a pair of opening and closing marks in either of two styles: single ('…') or double ("…"). Single or double quotation marks denote either speech or a quotation. Neither style—single or double—is an absolute rule, though double quotation marks are preferred | Though it is the choice of the author or translator, but it would be better if it should be translated as English.<br><br>Whether Single or Double quotation marks, the first of the pair is generally inverted. It is similar to other European languages other than English. |

| | | |
|---|---|---|
| | in the United States, and both single and double quotation marks are used in the United Kingdom. A publisher's or author's style may take precedence over national general preferences. The important rule is that the style of opening and closing quotation marks must be matched. | |
| Single Quote | Quotation marks or inverted commas (informally referred to as quotes[1] and speech marks) are punctuation marks used in pairs to set off speech, a quotation, a phrase, or a word. They come as a pair of opening and closing marks in either of two styles: single ('…') or double ("…").Single or double quotation marks denote either speech or a quotation. Neither style—single or double—is an absolute rule, though double quotation marks are preferred in the United States, and both single and double quotation marks are used in the United Kingdom. A publisher's or author's style may take precedence over national general preferences. The important rule is that the style of opening and closing quotation marks must be matched. | Though it is the choice of the author or translator, but it would be better if it should be translated as English.<br><br>Whether Single or Double quotation marks, the first of the pair is generally inverted. It is similar to other European languages other than English. |
| Square Brackets | Square brackets – also called simply brackets (US) – are mainly used to enclose explanatory or missing material usually added by someone other than the original author, especially in quoted text. | Same as English |
| Curly Brackets | Curly brackets – also called braces (US) or flower brackets (India) – are sometimes used in prose to indicate a series of equal choices. | Same as English |
| Round Brackets | Parentheses (singular, parenthesis) – also called simply brackets (UK), or round brackets, curved brackets, oval brackets, or, colloquially, parens – contain material that could be omitted without destroying or altering the meaning of a sentence. Parenthetical phrases have been used extensively in informal writing and stream of consciousness literature. Parentheses may be used in formal writing to add | Same as English |

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| | supplementary information. | |
| Inequality Signs | The mathematical or logical symbols for greater-than (>) and less-than (<) are inequality operators, and are not punctuation marks when so used. | Same as English |
| Angle Brackets | Angle brackets or chevrons are often used to enclose highlighted material. Some dictionaries use chevrons to enclose short excerpts illustrating the usage of words. In Chinese punctuation, angle brackets are used as quotation marks. Half brackets are used in English to mark added text. | In general, not used in Odia. |
| Full Stop/Period | A full stop (British English) or period (American English) is the punctuation mark commonly placed at the end of sentences. There should be no space between last letter and the period. If a title having exclamation mark is coming at the end of one sentence, we should not put full stop. | In Odia, we use 'Danda' [ । ] . In Software translation, particularly in open source period is not used. So we should be consistent throughout the application. According to Unicode: In Odia typography, there should be a visible amount of space before a Danda. |
| Comma (,) | Commas are often used to separate clauses. In English, a comma is generally used to separate a dependent clause from the independent clause if the dependent clause comes first: After I brushed the cat, I lint-rollered my clothes. Two independent clauses joined by a coordinating conjunction (for, and, nor, but, or, yet, so) or having a complementary relationship[4] may or may not be separated by commas, depending on preferred style, or sometimes a desire to overcome ambiguity. | Generally same as English. |
| Colon | A colon [ : ] is used before a list or any explanation that is coming next. | Since there is a character Visarga (◌ଃ) in Odia similar to colon, so to avoid the problem we should use long dash instead of the colon. If we need want to use colon, we should put one space before the colon. |
| Semi colon | Semicolons are followed by a lower case letter, unless that letter is the first letter of a proper noun. They have no spaces before them, but one space after (possibly two when using monospaced fonts). The | Same as English |

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| | semicolon (;) is a punctuation mark with several uses. The Italian printer Aldus Manutius the Elder established the practice of using the semicolon mark to separate words of opposed meaning, and to indicate interdependent statements.[1] The earliest, general use of the semicolon in English was in 1591; Ben Jonson was the first notable English writer to use them systematically. The modern uses of the semicolon relate either to the listing of items, or to the linking of related clauses. | |
| Question Mark | A question mark [ ? ] is used at the end of any direct question. But in indirect question, it is not used. In general, we should avoid using question mark with other punctuation mark (eg. [ !? ]). | Same as English. |
| Exclamation Mark | An exclamation mark, exclamation point, shout pole, or bang (!) is a punctuation mark usually used after an interjection or exclamation to indicate strong feelings or high volume, and often marks the end of a sentence. There should be no space between last letter and the exclamation mark. If a title having exclamation mark is coming at the end of one sentence, we should not put full stop. Example: "Watch out!" The character is encoded in Unicode at U+0021. | Same as English. In general, Odia error messages end with exclamation mark. |
| Slash | A slash is generally being used to show choice between words it separates.  The slash is also used to indicate a line break when quoting multiple lines from a poem, play, or headline. | Same in Odia. |
| Apostrophe | An apostrophe is used in English to indicate possession. The practice ultimately derives from the Old English genitive case: the “of” case, itself used as a possessive in many languages. The genitive form of many nouns ended with the inflection -es, which evolved into a simple -s for the possessive ending. An apostrophe was later added to | No apostrophe is used in Odia. |

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|---|---|---|
| | replace the omitted e, not his as is and was widely believed. | |

# 5. Units and Measurements

The Republic of India adopted the metric system on April 1, 1957. So basic measurement units for weight is gram/kilogram, length is meter/kilometer, liquid volume is milliliter/liter. It is the correct and accepted way for Odia as well. However, other units are still prevalent but particularly for technical translation, we need to follow the metric system. Except for measuring body temperature, generally temperature in India is measured in Celsius. So for Odia translation, it should be changed in Celsius if in source language, it is in different units.

## 5.1. Volume, Weight, Length

| English | Odia | Odia (Abbreviated) |
|---|---|---|
| Meter | ମିଟର | ମି. |
| Kilometer | କିଲୋମିଟର | କି.ମି. |
| Gram | ଗ୍ରାମ | ଗ୍ରା. |
| Kilogram | କିଲୋଗ୍ରାମ | କି.ଗ୍ରା./କିଲୋ |
| Liter | ଲିଟର | ଲି. |
| Milliliter | ମିଲିଲିଟର | ମି.ଲି. |
| Centimeter | ସେଣ୍ଟିମିଟର | ସେ.ମି. |
| Millimeter | ମିଲିମିଟର | ମି.ମି. |

## 5.2. Power, Temperature, Electricity

| English | Odia | Odia (Abbreviated) |
|---|---|---|
| Watt | ୱାଟ | W |
| Volt | ଭୋଲ୍ଟ | V |
| Joule | ଜୁଲ | J |
| Hertz | ହର୍ଜ | Hz |
| Kilohertz | କିଲୋହୋର୍ଜ | Khz |
| Celsius | ସେଲସିଅସ୍ | °C |
| Fahrenheit | ଫାରେନହାଇଟ୍ | °F |

## 5.3. Time Units

| English | Odia | Odia (Abbreviated) |
|---|---|---|
| Hour | ଘଣ୍ଟା | ଘ. |
| Minute | ମିନଟ | ମି. |
| Second | ସେକଣ୍ଡ | ସେ. |

## 5.4. Information Units

| English | Odia | Odia (Abbreviated) |
|---|---|---|
| Kilobyte | କିଲୋବାଇଟ | କେବି |
| Megabyte | ମେଗାବାଇଟ | ଏମବି |

| | | |
|---|---|---|
| bit | ବିଟ | ବିଟ |
| bit/s | ବିଟ/ସେ. | ବିଟ/ସେ. |

# 6. General Spelling Guidelines

Due to large volume of population and extreme geographical and cultural diversity, there are lot of problems related to the consistency of the spelling in Odia. Here are the few points that we should consider during translating any text in Odia.

## 6.1. Anusvar and Chandravindu

In the Odia script, Anusvar ( ଂ SIGN ANUSVARA) is represented with ( ଂ) after the letter (ଗଂ). Chandravindu ( ଁ SIGN CANDRABINDU) (meaning "moon-dot" in Sanskrit, alternatively spelled candrabindu, chandravindu, candravindu, or chôndrobindu) is a diacritic sign having the form of a dot inside the lower half of a circle. In Standard Odia, the anusvāra is traditionally defined as representing a nasal consonant homorganic to a following stop, in contrast to the candrabindu (anunāsika), which indicates vowel nasalization. In practice, however, the two are often used interchangeably. But the reason for using it interchangeably is not correct. Use of nasalisation sign ie chandravindu is necessary to avoid any confusion in meaning. ହଂସ-ହଁସ is one of the famous example. Earlier printing days were not as easy as of today in this digital days. So that time making difference in between chandravindu and anusvar was difficult. But time has changed now and so we need to use these properly. If fifth consonant comes with any of the four remaining consonants of the same class, Anusvar is being used. Even all textbooks of NCERT have convention to use both the anusvar and chandravindu in proper ways. Odia language alphabets and its each chars are of great phonetic importance and so preserving these variations would be necessary. So better we need to use these mark correctly.

## 6.2. Transliteration of Foreign Words

The transliteration of foreign words should be done consistently. According to the recommendation by *Commission for Scientific and Technical Terminology,* "The transliteration of English terms should not be made so complex as to necessitate the introduction of new signs and symbols in the present characters. The Odia rendering of English terms should aim at maximum approximation to the standard English pronunciation with such modifications as are prevalent in the educated circle in India." We should try to follow these recommendation for words adopted from other languages.

## 6.3. Cardinals, Ordinals, Multiplicative and Fraction

Cardinal numeral forms should be used correctly. Generally we should try to avoid single digit numbers except where required. Like cardinals we should use ordinals correctly.

| Source | Target (Wrong ) | Target ( Correct ) |
| --- | --- | --- |
| Five minutes | ପାଞ୍ଚ ମିନଟ | ପାଁଚ ମିନଟ |
| Quarter past two | ସାଢ଼େ ଦୁଇ | ଅଢ଼େଇ |

## 6.4. Hyphen

Hyphen should be placed before some particles, co-ordinative compounds, and dependent determinative compounds. e.g. ଭୂ-ଲମ୍ବ, ଭୂ-ସମାନ୍ତରାଳ।

# 7. Basic Quality Parameters

While translating any text in Odia, we need to follow basic quality parameters to keep our translation better. These parameters are just for reference. There can be several variations of parameters but here are some important just to understand errors arising out of the violation of parameters. Several translation agencies are there who did lot of labour in creating parameters. Followings are some outlines what parameters can be and why we need to give importance to parameters.

## 7.1. Accuracy

Accuracy is an important characteristic of any technical translation. Accuracy refers to preserving the meaning of the original text. The term accurate is essentially synonymous with the term faithfulness, but some translation theoreticians differentiate between the two terms. A translation which is accurate is faithful to the intended meaning of the original author. Notice that, a translation can be coherent and cohesive but inaccurate. The error creating difference in the meaning, adding or omitting something, difference in headers and footers etc. can be termed as the error of accuracy.

| Source | Target (Wrong ) | Target ( Correct ) | Context Application |
|---|---|---|---|
| Next Document | ନୂଆ ଦଲିଲ | ପରବର୍ତ୍ତୀ ଦଲିଲ | Gedit |
| Subscribe to Other User's Folder | ନିଜ ବ୍ୟବହାରକାରୀ ଫୋଲଡରର ସଦସ୍ୟତା ଗ୍ରହଣ କରନ୍ତୁ | ଅନ୍ୟ ବ୍ୟବହାରକାରୀ ଫୋଲଡରର ସଦସ୍ୟତା ଗ୍ରହଣ କରନ୍ତୁ | evolution |

## 7.2. Language and Grammar

The evaluation of a translation with regards to the grammatical components must be governed by the criterion of correctness. Like most of the developed language Odia is also having a grammar and following grammar is necessary for consistent and standard text. We should not do any mistake of grammar, spelling, and punctuation.

## 7.3. Terminology

Terminology is focused on the meaning and conveyance of concepts. The quality of a translation depends on the consistency in use of terms belonging to a specialised area of usage and appropriateness to context. We should use prescribed glossaries and industry related words and register in doing translation. The deviation from prescribed glossary, using inconsistent terminology are errors of terminology.

## 7.4. Comprehensibility

Translations should be comprehensible and understandable not only for its translators but for its readers. Translators should avoid unnecessary words or expressions that may confuse the readers.

## 7.5. Culture Specific

Sometimes, something in the culture of the source language has a distinctly different cultural value from the same thing in the culture of the target language. In such cases, the translator should keep the original meaning by adjusting the form of the cultural symbol or adding enough background information to indicate to the target language users what the original cultural value was. We should follow country specific standards and cultural references and local conventions in doing translation. For example, we should use metric system. We should use Rupee instead of Dollar during translation.

| Source | Target (Wrong ) | Target ( Correct ) | Context Application |
|---|---|---|---|
| India | ଇଣ୍ଡିଆ | ଭାରତ | Gnome Location |
| Egypt | ଇଜିପ୍ଟ | ମିଶ୍ର | Gnome Location |

## 7.6. Target readership

The group of people for which a text is translated, for example subject experts, novices, prospective customers. It is important to understand the target readership when doing a translation. In Open Source translation community is the key to understand the target readership or acceptability of a translated text.

| Source | Target (Wrong ) | Target ( Correct ) | Context Application |
|---|---|---|---|
| Check for Junk | ଜଙ୍କ ପାଇଁ ଯାଞ୍ଚ କରନ୍ତୁ | ଅଦରକାରୀ ଡ଼ାକ ଯାଞ୍ଚ କରନ୍ତୁ | Evolution |

# 8. Conclusion

In this guide, effort is given to encompass all major language related areas for Odia. By following this guide, we assume that we can create a content in more consistent and standardised way. But we cannot say that the list given above is final. We can add several areas as well but to be precise and brief, we have ignored some of the well known points as well. But if you feel that anything important we have missed, please send your feedback at the mailing list fuel-discuss@lists.fedorahosted.org or file an issue at our project page here https://fedorahosted.org/fuel .

# Bibliography & Further Reading

We have taken reference from lots of places distributed at different places all over online and print. Here are the list that can be used for further reading and explanations.


1. FUEL Project
2. ଓଡ଼ିଆ ବର୍ଣ୍ଣମାଳାର ବିନ୍ୟାସ, ପ୍ରସାର ଓ କଂମ୍ପୁଟରୀକରଣ କର୍ମଶାଳା – ଓଡ଼ିଆ ଭାଷା ପ୍ରତିଷ୍ଠାନ
3. Wikipedia